

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Benefits Administrative Manual and Training	REFERENCE NUMBER: 2006-051
DATE ISSUED: 12/12/06	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Benefit Officers
Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff
Training Officers**

FROM: Department of Personnel Administration
Benefits Division

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This memorandum provides important information regarding Benefits Training and the Benefits Administrative Manual (BAM).

Benefits Training Class

The Benefits Training Class is designed to assist all staff responsible for providing State employees with benefits information. Class attendees are usually personnel transactions staff, attendance clerks, benefits coordinators, and other staff assisting the personnel office. We are scheduled to have four Benefits Training classes in 2007:

- January 23 - 25, 2007
- April 24 - 26, 2007*
- July 17 - 19, 2007
- October 23 - 25, 2007

*The April, 2007 class will be held at the CalEPA facility at 1001 I Street, Coastal Hearing Room, Sacramento, California, 95914 and will be webcast to any participants who have access to the internet. Webcasting provides participants who are unable to travel to Sacramento the opportunity to watch the training class via their computers. The participant will log on to a specific site and can watch the presentation, access the class materials, and ask questions using a specific web link.

The other three classes will be held at the Department of Corrections and Rehabilitation's Training Facility (previously the State Training Center) at 1515 S Street, North Building, Kern/Colorado Rooms from 8:15 a.m. to 4:30 p.m. each day. The Benefits Training class is offered at no cost. However, attendees should go through their normal internal departmental

training request process in order to obtain the proper approvals to attend the class on state time.

Once you have obtained the proper approvals, we ask that the employee self-register using the following link: <http://www.dpa.ca.gov/benefits/Calendar/EReg.cfm> or after opening the Department of Personnel Administration's web site at www.dpa.ca.gov, click on "Benefits" and "Benefits Training Class." If you want to participate in the webcasting session, simply select the April session that lists "webcast" as the location. The employee's attendance will be electronically confirmed via e-mail immediately after successful registration. We will also e-mail the participant another notice two weeks before class begins. If participants are unable to attend the class, they should notify Sue Odom at least 48 hours before the first day of the class. She can be reached via e-mail at sueodom@dpa.ca.gov.

Approximately 11 presenters will provide an overview of 18 benefit programs utilizing charts, PowerPoint, videos, forms and sample situations. During the 3-day class, you will receive guides/charts, web site resources, Personnel Management Liaisons (PMLs) Memorandums, and the Employee Quick Reference Guide. Our objectives are:

- To provide resources to explain all employee benefits to your departmental employees and respond to questions regarding employee benefits (Health, Dental, CoBen, COBRA, FlexElect, Worker's Compensation, EAP, Group Legal, Pre-Tax Parking, Merit Award, Savings Plus, etc).
- To provide up-to-date information to departmental employees regarding benefits eligibility, cost, benefit choices, enrollment, and appeal process.
- To provide contact information for resolving problems related to benefits.
- To discuss how to handle benefit changes due to appointment status and family situation changes.
- To show how to recognize potential problem areas in benefits administration.
- To introduce new technology to help simplify departmental personnel office processes.

Benefits Administration Manual

The BAM provides important information to assist staff responsible for interpreting employee benefit information and processing forms. A hard copy of the BAM is no longer available, but can be viewed online at <http://www.dpa.ca.gov/benefits/BAMTOC.shtm>. The Benefits Training Class will use the online version of the manual for training purposes and will not include a paper copy of the manual.

For more benefits information, visit our web site at www.dpa.ca.gov under "Benefits."

/s/Greg Beatty

Greg Beatty
Acting Chief